

CHOOSING THE RIGHT PROCESS

Concerns, disagreements or disputes should be handled by the process designed to grant relief for that particular concern. Some areas of concern are properly handled through the grievance process, while others are proper subject matter for the Civil Service Commission or the Equal Employment Opportunity Commission (EEOC).

There are different time limits for filing an internal grievance, a Civil Service appeal, and an EEOC charge. If the wrong process is chosen, the employee may find that the time limit for the correct means has expired by the time the mistake is discovered. The lists below offer guidelines for making a proper determination.

Examples of complaints handled appropriately through the grievance process

- Health and safety concerns
- Personality disputes between supervisor and subordinates or among workers
- Perceived unfair treatment that does not rise to the level of discrimination
- Changes in work location or hours

Examples of matters appealable to the Director of Civil Service

- Allocation or reallocation decisions (Civil Service Rule No. 5.3)
- Rejection of a job application (Civil Service Rule No. 7.5)
- Determination that an applicant lacks the minimum qualifications (Civil Service Rule No. 7.5)
- Reviewer's decision concerning the Performance Planning and Review of a permanent employee (Civil Service Rule No. 10.14)

Examples of matters appealable to the Civil Service Commission

- Reassignment of a permanent employee for disciplinary reasons (moving an employee for disciplinary reasons, into a different position with a different job title that has the same pay level)
- Suspension without pay, reduction in pay, involuntary demotion, or dismissal of a permanent employee
- Non-disciplinary removal of a permanent employee
- Layoff of a permanent employee
- Employment action/decision that discriminates against an employee because of his political or religious beliefs, sex, or race
- An employment action/decision that violates a Civil Service Rule or the Louisiana State Constitution, Article X, Section 10, Paragraph (A) (1).

Examples of matters referred to the Equal Employment Opportunity Commission (EEOC)

- Complaints or charges alleging discrimination based on race, color, sex, religion, national origin, age and disability.